



## Signing Authority

SEC enters into many foundational and operational contracts to support students and staff. The Board authorizes the signing of all contracts and agreements be done by the Director/Principal and in their absence, with permission, it will be delegated to the Finance Administrator, or Lodge Manager.

Foundational agreements and contracts are those that affect all of Southeast College. These may require Board approval and the signature of at least the Chairperson should the contract be for items or services outside of the normal operations. Examples of these agreements are Education Agreements, Board Meeting Minutes, Audited Financial Statements and Debentures.

Operational agreements and contracts support the ongoing operations of Southeast. Examples of these agreements are lease and rental agreements, clinician contracts, bank agreements, cheque signing and insurance documents. For these documents, the Board has delegated signing authority to a Management Team. These signing designates always include the Director/Principal and/or the Lodge Manager and Finance Administrator.

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